

## CHAPTER SCR 72

## RETENTION AND MAINTENANCE OF COURT RECORDS

SCR 72.01 Retention of original record.

SCR 72.02 Procedure for disposal of court records.

SCR 72.03 Destruction of original court record after microfilming or electronically or optically storing.

SCR 72.04 Offer of title to historical society.

SCR 72.05 Retention of court records maintained as official or original information on electronic or optical storage systems.

SCR 72.06 Expunction.

**Note:** SCR Chapter 72 was adopted March 5, 1987, eff. April 1, 1987; amended June 14, 1993; November 3, 1997; April 1, 1998; July 1, 2005; July 1, 2010; January 1, 2013; July 1, 2016.

**SCR 72.01 Retention of original record.** Except as provided in SCR 72.03 to 72.05, the original paper records of any court shall be retained in the custody of the court for the following minimum time periods:

**(1) CIVIL CASE FILES.** All papers deposited with the clerk of circuit court in every proceeding commenced under chs. 801 to 847, stats.: 20 years after entry of final order.

**(2) CIVIL COURT RECORD.** A history and index of proceedings under chs. 801 to 847, stats.: 20 years after entry of final order.

**(3) CIVIL MINUTE RECORD.** A brief statement of in-court proceedings commenced under chs. 801 to 847, stats., generally maintained in the case file: 20 years after entry of final order.

**(5) JUDGMENT DOCKET.** A record of all money judgments: 20 years after initial docket entry.

**(6) LIEN CLAIMS.** A statutory lien filed for services performed or materials provided: 30 years after the date of filing the lien claim with the clerk of circuit court, except as provided in subs. (6ag) and (6b).

**(6ag) CONSTRUCTION LIENS.** A statutory lien claim filed with the clerk of circuit court for services performed or materials provided for improvements, as defined in s. 779.01 (2) (a), stats.: 6 years after the date of filing the lien claim with the clerk of circuit court.

**(6b) CONDOMINIUM LIENS.** A statement of condominium lien filed with the clerk of circuit court under s. 703.165 (3), stats., for unpaid assessments, including interest and actual costs of collection: 7 years after the date of filing the statement of condominium lien with the clerk of circuit court.

**(7) DELINQUENT UNEMPLOYMENT COMPENSATION, PUBLIC ASSISTANCE AND WORKERS COMPENSATION PAYMENT WARRANTS, AND DOCKETS.** A record of delinquent unemployment compensation, public assistance, or workers compensation payments that have the effect of a final judgment: 20 years after initial docket entry.

**(7m) DELINQUENT INCOME OR FRANCHISE TAX WARRANT DOCKETS.** A record of delinquent income or franchise tax warrants or liens: 10 years from the date of filing with the clerk of circuit court for warrants or liens filed before August 1, 1981; permanent from the date of filing with the clerk of circuit court for warrants or liens filed on August 1, 1981, to April 30, 2004; and 20 years from the date of filing with the clerk of circuit court for warrants or liens filed on or after May 1, 2004, unless renewed. If renewed, a new 20-year retention period begins from the date on which the renewal is filed with the clerk of circuit court.

**(8) SMALL CLAIMS CASE FILES.** All papers deposited with the clerk of circuit court in every proceeding commenced under ch. 799, stats.: 20 years after entry of final order or judgment for all cases, including contested cases, stipulated dismissals and default judgments; except 2 years from date of entry of judgment for cases dismissed because issue was not joined and the case was not disposed of by judgment or stipulation within 6 months from the original return date.

**(9) SMALL CLAIMS COURT RECORD.** A history and index of proceedings: 20 years after entry of final order for contested cases, stipulated dismissals, and default judgments; except 2 years from the date of entry of judgment for cases dismissed because issue was not joined and the case was not disposed of by judgment or stipulation within 6 months from the original return date.

**(10) SMALL CLAIMS MINUTE RECORD.** A brief statement of in-court proceedings commenced under ch. 799, stats., generally maintained in the case file: 20 years after entry of final orders for contested cases, stipulated dismissals, and default judgments; except 2 years from the date of entry of judgment for cases dismissed because issue was not joined and the case was not disposed of by judgment or stipulation within 6 months from the original return date.

**(11) FAMILY CASE FILES.** All papers deposited with the clerk of circuit court in every proceeding commenced under ch. 767, stats.:

(a) 30 years after entry of judgment of divorce, legal separation, annulment, or paternity, or entry of a final order, except that after 30 years, for any case file for which related support or maintenance payments are continuing to be made, 7 years after final payment or after an order terminating maintenance is filed.

(b) 5 years after entry of judgment or entry of a final order for dismissed divorces, legal separations, and annulments.

**(12) FAMILY COURT RECORD.** A history and index of proceedings:

(a) 30 years after entry of judgment of divorce, legal separation, annulment, or paternity, or entry of a final order, except that after 30 years, for any court record for which related support or maintenance payments are continuing to be made, 7 years after final payment or after an order terminating maintenance is filed.

(b) 5 years after entry of judgment or entry of a final order for dismissed divorces, legal separations, and annulments.

**(13) FAMILY COURT MINUTE RECORD.** A brief statement of in-court proceedings commenced under ch. 767, stats., generally maintained in the case file:

(a) 30 years after entry of judgment of divorce, legal separation, annulment, or paternity, or entry of a final order, except that after 30 years, for any court minutes for which related support or maintenance payments are continuing to be made, 7 years after final payment or after an order terminating maintenance is filed.

(b) 5 years after entry of judgment or entry of a final order for dismissed divorces, legal separations, and annulments.

**(14) MAINTENANCE AND SUPPORT PAYMENT RECORDS.** Records of maintenance and support payments received by the clerk of circuit court: 30 years after entry of judgment of divorce, legal separation, annulment, or paternity, or entry of a final order, except that after 30 years, for any payment records for which related support or maintenance payments are continuing to be made, 7 years after final payment or after an order terminating maintenance is filed.

**(15) FELONY CASE FILES.** All papers deposited with the clerk of circuit court in proceedings commenced as felonies: 50 years after entry of final judgment; except for Class A felonies, 75 years after entry of final judgment.

**(16) FELONY COURT RECORD.** A history and index of proceedings commenced as felonies: 50 years after entry of final judgment; except for Class A felonies, 75 years after entry of final judgment.

**(17) FELONY MINUTE RECORD.** A brief statement of in-court proceedings commenced as felonies, generally maintained in the case file: 50 years after entry of final judgment; except for Class A felonies, 75 years after entry of final judgment.

**(17g) SEXUALLY VIOLENT PERSON COMMITMENTS.** All papers deposited with the clerk of circuit court for the commitment of an inmate under ch. 980, stats.: 75 years after entry of final judgment.

**(17m) SEXUALLY VIOLENT PERSON COMMITMENT COURT RECORD.** A history and index of proceedings for the commitment of an inmate: 75 years after entry of final judgment.

**(17r) SEXUALLY VIOLENT PERSON COMMITMENT MINUTE RECORD.** A brief statement of in-court proceedings for the commitment of an inmate, generally maintained in the case file: 75 years after entry of final judgment.

**(18) MISDEMEANOR CASE FILES.** All papers deposited with the clerk of circuit court in proceedings commenced as misdemeanors, including criminal traffic offenses: 20 years after entry of final judgment.

**(19) MISDEMEANOR COURT RECORD.** A history and index of proceedings commenced as misdemeanors, including criminal traffic offenses: 20 years after entry of final judgment.

**(20) MISDEMEANOR MINUTE RECORD.** A brief statement of in-court proceedings commenced as misdemeanors, including criminal traffic offenses, generally maintained in the case file: 20 years after entry of final judgment.

**(20g) COMPLEX FORFEITURES.** All papers deposited with the clerk of circuit court in proceedings commenced as complex forfeitures: 20 years after entry of final judgment.

**(20m) COMPLEX FORFEITURE COURT RECORD.** A history and index of proceedings commenced as complex forfeitures: 20 years after entry of final judgment.

**(20r) COMPLEX FORFEITURE MINUTE RECORD.** A brief statement of in-court proceedings commenced as complex forfeitures, generally maintained in the case file: 20 years after entry of final judgment.

**(24) TRAFFIC FORFEITURE, CONSERVATION FORFEITURE AND ORDINANCE VIOLATION CASE FILES.** All papers deposited with the clerk of circuit court in proceedings commenced as traffic forfeitures, conservation forfeitures, or ordinance violations, including juvenile ordinance violations: 5 years after entry of final judgment.

**(24a) TRAFFIC FORFEITURE, CONSERVATION FORFEITURE, AND ORDINANCE VIOLATION COURT RECORD.** A history and index of proceedings commenced as traffic forfeitures, conservation forfeitures, or ordinance violations, including juvenile ordinance violations: 5 years after entry of final judgment.

**(24m) TRAFFIC FORFEITURE, CONSERVATION FORFEITURE, AND ORDINANCE VIOLATION MINUTE RECORD.** A brief statement of in-court proceedings in actions commenced as traffic forfeitures, conservation forfeitures, or ordinance violations, including juvenile ordinance violations, generally maintained in the case file: 5 years after entry of final judgment.

**(26) RECORDS OF JOHN DOE PROCEEDINGS.** All papers deposited with the clerk of circuit court in proceedings commenced as John Doe actions: 75 years after date of final proceeding.

**(26m) RECORDS OF PROCEEDINGS COMMENCED UNDER S. 968.02 (3), STATS.** All papers deposited with the clerk of circuit court in proceedings commenced under s. 968.02 (3), stats.: 75 years after date of final proceeding.

**(27) SEARCH WARRANTS.** Except as provided under sub. (27m), orders signed by a judge directing a law enforcement official to conduct searches: 75 years after filing with the court, unless filed with a case file.

**(27m) JUVENILE COURT SEARCH WARRANTS.** Search warrants deposited with the juvenile court in proceedings under ch. 48 and 938, stats.: 15 years after filing with the court, unless filed with a case file.

**(28) RECORDS OF GRAND JURY PROCEEDINGS.** All papers deposited with the clerk of circuit court in proceedings commenced under s. 756.10, 1995 stats., or s. 968.40, stats.: 75 years after the date of final proceedings.

**(29) PROBATE CASE FILES.** All papers deposited with the register in proceedings commenced under chs. 851 to 879, stats.: 75 years after entry of final judgment or order or an order discharging the personal representative or trustee.

**(30) PROBATE COURT RECORD.** A history and index of proceedings commenced under chs. 851 to 879, stats.: 75 years after entry of final judgment or order, or an order discharging the personal representative or trustee.

**(31) PROBATE MINUTE RECORD.** A brief statement of in-court proceedings commenced under chs. 851 to 879, stats., generally maintained in the case file: 75 years after entry of final judgment or order, or an order discharging the personal representative or trustee.

**(32) GUARDIANSHIP CASE FILES.** (a) All papers deposited with the register in probate in adult guardianship proceedings commenced under chs. 54 or 55, stats., or ch. 880, 2003 stats.: 7 years after termination of guardianship; except 75 years after termination of guardianship if there was a firearm restriction ordered; and except 7 years after death of the ward if there was a firearm restriction ordered.

(b) All papers in juvenile guardianship proceedings commenced under chs. 48 or 54, stats., or ch. 880, 2003 stats.: 7 years after the juvenile's 18th birthday; except 75 years after termination of guardianship if there was a firearm restriction ordered; and except 7 years after death of the ward if there was a firearm restriction ordered.

**(33) GUARDIANSHIP COURT RECORD.** (a) A history and index for adult guardianship proceedings commenced under chs. 54 or 55, stats., or ch. 880, 2003 stats.: 7 years after termination of guardianship; except 75 years after termination of guardianship if there was a firearm restriction ordered; and except 7 years after death of the ward if there was a firearm restriction ordered.

(b) A history and index for juvenile guardianship proceedings commenced under chs. 48 or 54, stats., or ch. 880, 2003 stats.: 7 years after the juvenile's 18th birthday; except 75 years after termination of guardianship if there was a firearm restriction ordered; and except 7 years after death of the ward if there was a firearm restriction ordered.

**(34) GUARDIANSHIP MINUTE RECORD.** (a) A brief statement of in-court proceedings for adult guardianships commenced under chs. 54 or 55, stats., or ch. 880, 2003 stats., generally maintained in the case file: 7 years after termination of guardianship; except 75 years after termination of guardianship if there was a firearm restriction ordered; and except 7 years after death of the ward if there was a firearm restriction ordered.

(b) A brief statement of in-court proceedings for juvenile guardianships commenced under chs. 48 or 54, stats., or ch. 880, 2003 stats.: 7 years after the juvenile's 18th birthday; except 75 years after termination of guardianship if there was a firearm restriction ordered; and except 7 years after death of the ward if there was a firearm restriction ordered.

**(35) WILLS DEPOSITED FOR SAFEKEEPING.** Will deposited by a testator with the register in probate of the court of the county where the testator resides: 100 years after filing.

**(36) WILLS NOT ADMITTED TO PROBATE.** Wills deposited after the death of a testator where there is no estate to probate: 100 years after filing.

**(37) REGISTRY OF WILLS.** An index kept by a register in probate of all wills deposited or delivered prior to probate: 100 years after final entry.

**3 Updated 13–14 Wis. Stats.**

**(38) MENTAL HEALTH CASE FILES.** All papers deposited with the clerk of circuit court or register in probate in proceedings commenced under ch. 51, stats.: 7 years after entry of final order; except 75 years after termination of commitment if there was a firearm restriction ordered.

**(39) MENTAL HEALTH COURT RECORD.** A history and index of proceedings commenced under ch. 51, stats.: 7 years after entry of final order; except 75 years after termination of commitment if there was a firearm restriction ordered.

**(40) MENTAL HEALTH MINUTE RECORD.** A brief statement of in-court proceedings commenced under ch. 51, stats., generally maintained in the case file: 7 years after entry of final order; except 75 years after termination of commitment if there was a firearm restriction ordered.

**(42) TERMINATION OF PARENTAL RIGHTS AND ADOPTION CASE FILES.** All papers deposited with the clerk of circuit court, register in probate or clerk of court for juvenile matters in every termination of parental rights and adoption proceeding: permanent.

**(42m) JUVENILE DELINQUENCY, JUVENILES IN NEED OF PROTECTION AND SERVICES AND CHILDREN IN NEED OF PROTECTION AND SERVICES CASE FILES.** Except as provided in sub. (24), all papers deposited with the clerk of circuit court, register in probate, or clerk of court for juvenile matters in proceedings commenced under ch. 48 or 938, stats.: 4 years after the 18th birthday of the juvenile or child; except 75 years after the adjudication of the juvenile or child if he or she was adjudicated delinquent for committing an act that would be punishable as a felony if committed by an adult; and except 75 years after the adjudication of the juvenile or child if he or she was adjudicated delinquent for committing an act that would be punishable as a misdemeanor if committed by an adult and there was a firearm restriction ordered or there was a requirement that the juvenile or child register with the Wisconsin Department of Corrections Sex Offender Registry.

**(43) JUVENILE COURT RECORD.** A history and index of proceedings commenced under ch. 48 or 938, stats.: 4 years after the 18th birthday of the juvenile or child; except 75 years after the adjudication of the juvenile or child if he or she was adjudicated delinquent for committing an act that would be punishable as a felony if committed by an adult; and except 75 years after the adjudication of the juvenile or child if he or she was adjudicated delinquent for committing an act that would be punishable as a misdemeanor if committed by an adult and there was a firearm restriction ordered or there was a requirement that the juvenile or child register with the Wisconsin Department of Corrections Sex Offender Registry.

**(44) JUVENILE MINUTE RECORD.** A brief statement of in-court proceedings in actions commenced under ch. 48 or 938, stats., generally maintained in the case file: 4 years after the 18th birthday of the juvenile or child; except 75 years after the adjudication of the juvenile or child if he or she was adjudicated delinquent for committing an act that would be punishable as a felony if committed by an adult; and except 75 years after the adjudication of the juvenile or child if he or she was adjudicated delinquent for committing an act that would be punishable as a misdemeanor if committed by an adult and there was a firearm restriction ordered or there was a requirement that the juvenile or child register with the Wisconsin Department of Corrections Sex Offender Registry.

**(45) NON-CRIMINAL CASE EXHIBITS, PAPER, AND NON-PAPER.** One year after the time for appeal has expired, provided that return of the exhibit has been offered to the proffering party or unless all parties have stipulated to an earlier return of exhibits.

**(46) CRIMINAL AND JUVENILE DELINQUENCY CASE EXHIBITS, PAPER, AND NON-PAPER.** Twenty years after entry of final judgment or until every person in custody as a result of the action or proceeding has reached his or her discharge date, provided that return of the exhibit has been offered to the proffering party.

**RETENTION OF COURT RECORDS SCR 72.01**

**(46m) CRIMINAL CASE EXHIBITS CONTAINING BIOLOGICAL MATERIAL SUBJECT TO FORENSIC DEOXYRIBONUCLEIC ACID TESTING UNDER S. 974.07, STATS.** Any criminal case exhibit that is identified by the parties, the clerk, or the court as containing biological material and that remains in the court's custody shall be retained until the later of 50 years after entry of final judgment or until every person in custody as a result of the action or proceeding has reached his or her discharge date, or until the court otherwise orders the disposition of the evidence under s. 757.54 (2) (c) or 974.07, stats.

**(46r) Civil case exhibits for sexually violent person commitments under ch. 980, stats.** For the length of time that the underlying case is retained pursuant to this rule.

**(47) COURT REPORTER NOTES.** Verbatim stenographic, shorthand, audio or video notes produced by a court reporter or any other verbatim record of in-court proceedings: 10 years after the hearing.

**(48) RECEIPTS.** A receipt for money received by the clerk of circuit court or register in probate: 7 years after issuance.

**(49) BANK TRANSACTIONS.** Deposit slips, bank statements and canceled checks: 7 years after transaction.

**(50) TRUST ACCOUNT LEDGERS.** Records of trust accounts maintained by a clerk of circuit court or register in probate: the retention period for case file from which the trust account emanates.

**(51) CERTIFICATES OF PAYMENT.** A certificate or voucher authorized for payment by the court: 7 years after filing.

**(52) JURY PAYROLL.** A record of jury fees paid: 7 years after filing.

**(53) JUROR QUESTIONNAIRES.** A form sent to determine eligibility of prospective jurors: 4 years after panel service.

**(54) JURY ARRAY.** A list of qualified persons selected to serve as jurors: 4 years after panel service.

**(55) RECORD OF JURORS.** A record of jurors summoned to serve on juries: 4 years after panel service.

**(58) OATHS OF OFFICE.** Oaths of office required to be filed with the clerk of circuit court by county officials: 7 years after expiration of term.

**(59) REGISTER OF OFFICIALS.** A listing of the names and terms of appointment for court commissioners, deputy sheriffs, notaries public and municipal judges: 2 years after expiration of term.

**(60) NATURALIZATION RECORDS.** Records of applications for U.S. citizenship and proceedings to grant U.S. citizenship: Transferred custody to the State Historical Society of Wisconsin.

**(61) COURT RECORDS NO LONGER CREATED, UTILIZED, OR MAINTAINED.** Records no longer created, utilized, or maintained by the court for legal purposes: 20 years after repeal, modification, supersession or amendment.

**(62) COURT RECORDS IN BOOK FORM.** Court records kept in book form may contain various case and record types; depending upon the case and record type, one of the following shall be used to determine the longest minimum retention period as specified under this rule:

(a) Beginning with the date of final entry for the most recently disposed case.

(b) Beginning with the date of final entry for felony cases when maintained in books with other case types.

(c) Beginning with the date of the 18th birthday of the youngest juvenile covered in the book when pertaining to proceedings commenced under chapter 48 of the statutes.

**(63) INQUEST RECORDS.** Records of an inquest under s. 979.08, stats., including testimony, evidence, written instructions and findings of probable cause or verdict: No retention; record is delivered to the coroner or medical examiner for safekeeping.



**(64) INCARCERATED PERSON RECORDS.** Prisoner litigation correspondence, pleadings, and other documents kept until they are reviewed by a judge to determine if the action can be filed without the payment of filing fees and court costs: 5 years after date of submission.

**NOTE:** Sup. Ct. Order No. 09–02 states: “The Comments to SCR 72.01 are not adopted, but will be published and may be consulted for guidance in interpreting and applying SCR 72.01.”

**Comment, 2010:** SCR 72.01 (28) contains a reference to s. 756.10, stats., which was renumbered s. 968.40, stats., by Sup. Ct. Order No. 96–08, 207 Wis. 2d xv (1997); Wis. Stat. § 968.40 (1997). This reference is intended to clarify that sub. (28) includes matters commenced before the statutory renumbering.

SCRs 72.01 (32) through (34) contain references to ch. 880, which was repealed and replaced with Wis. Stat. ch. 54. 2005 Wis. Act 387, § 100 (effective May 25, 2006). These references are intended to clarify that subs. (32) through (34) include matters commenced before the statutory renumbering.

**Comment, 2012:** Sup. Ct. Order No. 12–05 states that “the Comment to SCR 72.01 (46) is not adopted, but will be published and may be consulted for guidance in interpreting and applying the rule.”

“Exhibits,” as referenced in SCR 72.01 (45) and (46), refers to exhibits that are submitted to the court during a trial or hearing and are marked with an official exhibit sticker. Under this rule, “exhibits” does not refer to documents that are attached to pleadings or other filings submitted to the court. Documents falling into the latter category are retained pursuant to the retention rule applicable to the court record.

Wisconsin’s New Rules of Professional Conduct for Attorneys. Pierce & Dietrich. Wis. Law. Feb. 2007.

**History:** Sup. Ct. Order Nos. 93–08 and 93–09, 176 Wis. 2d xvii (1993); Sup. Ct. Order No. 97–03, 216 Wis. 2d xiii (1998); Sup. Ct. Order No. 05–03, 2005 WI 66, 279 Wis. 2d xvii; Sup. Ct. Order No. 06–01, 2006 WI 36, 287 Wis. 2d xxvii; Sub. Ct. Order No. 09–02, 2010 WI 24, 322 Wis. 2d xiii; Sup. Ct. Order No. 12–05, 2012 WI 112, filed 11–1–12, eff. 1–1–13.

## SCR 72.02 Procedure for disposal of court records. (1)

A clerk of court, register in probate or other court records custodian may destroy records in his or her custody after minimum retention periods under SCR 72.01 have expired and after compliance with SCR 72.04.

**(2)** Records defined as confidential by rule or statute shall be destroyed in accordance with sub. (1) by burning, shredding or other means that will obliterate the records.

## SCR 72.03 Destruction of original court record after microfilming or electronically or optically storing. (1)

In this rule, “suitably microfilmed or microphotographed” means being microfilmed or microphotographed, to the extent practicable, in accordance with the minimum standards for microfilming and microphotographing as established by the American National Standards Institute.

**(2)** Notwithstanding the provisions of SCR 72.01, any record of a court that has been suitably microfilmed may be destroyed in accordance with SCR 72.02 (1) or (2) 2 years after entry of final order in the action for which the record is maintained or 2 years after filing for records not specifically related to court actions.

**(3)** Any record of a court that has been electronically or optically stored and preserved in accordance with SCR 72.05 may be destroyed in accordance with SCR 72.02(1) and (2) 48 hours after the record has been electronically or optically stored. A clerk of circuit court is not required to provide notice of destruction to the State Historical Society of Wisconsin when the record has been electronically or optically stored. Notice of destruction to the State Historical Society of Wisconsin is required when the electronically or optically stored record will be destroyed once the retention period under SCR 72.01 has expired.

**(4)** Exhibits specified in SCR 72.01 (45) and (46) of a documentary nature that are electronically or optically stored may be destroyed after 48 hours if the exhibit submitted to the court is a copy and not the original document. If the exhibit the court has received is an original document, the exhibit may be destroyed 180 days after entry of a final order or judgment, provided that it has been offered to the proffering party, unless the time for appeal has been extended under ss. 809.107, 809.30, or 809.32, stats. In the event of an extension, the exhibit may be destroyed 30 days

after the post–termination or post–conviction deadline has expired.

**History:** Sup. Ct. Order Nos. 93–08 and 93–09, 176 Wis. 2d xvii (1993); Sup. Ct. Order No. 12–05, 2012 WI 112, filed 11–1–12, eff. 1–1–13; Sup. Ct. Order No. 14–03, 2016 WI 29, filed 4–28–16, eff. 7–1–16.

## SCR 72.04 Offer of title to State Historical Society of Wisconsin.

The custodian of the court record, prior to its destruction under this chapter, shall give at least 60 days’ notice of such destruction in writing to the State Historical Society of Wisconsin, which may preserve any records it determines to be of historical interest. Notice is not required for any records for which destruction has previously been approved by the State Historical Society of Wisconsin or in which the State Historical Society of Wisconsin has indicated, by blanket waiver, that it has no interest for historical purposes.

**History:** Sup. Ct. Order No. 12–05, 2012 WI 112, filed 11–1–12, eff. 1–1–13.

## SCR 72.05 Retention of court records maintained as official or original information on electronic or optical storage systems. (1)

**(a)** “Accessible” means arranged, identified, indexed and maintained in a manner that permits the location and retrieval of the information in a readable format within a reasonable time by use of the proper hardware and software.

**(b)** “Accurately reproduce” means that, when displayed on a retrieval device or reproduced on paper, all information exhibits a high degree of legibility and readability.

**(c)** “Authenticity” means actually and reliably what is claimed and implies the ability to substantiate what is claimed.

**(d)** “Legible” means that, when displayed on a retrieval device or reproduced on paper, the quality of the letters, numbers or symbols enables the user to identify them positively and quickly to the exclusion of all other letters, numbers or symbols.

**(e)** “Readable” means that the quality of a group of letters, numbers or symbols is recognized as words, complete numbers or distinct symbols.

**(2)** Court records specified in SCR 72.01 and maintained as official or original information on electronic or optical storage systems shall be retained in the custody of the court for the minimum time periods specified in SCR 72.01. The system maintaining the court records shall meet all of the following requirements:

**(a)** The information retained shall be in a legible and accessible format capable of accurately reproducing the original, or of sustaining readability, for the time periods specified in SCR 72.01.

**(b)** Operational and technical system procedures shall protect the authenticity, confidentiality, accuracy and reliability of the information captured and provide the appropriate level of security to safeguard the integrity of the electronic or optically imaged information.

**(c)** The legibility and readability of a statistically significant sampling of electronic or optically imaged records shall be verified to ensure, to a 99.5% degree of confidence, that the information or images are legible and readable. Original optical images that are not legible or readable shall be flagged and rescanned for optimum image enhancement. Illegible images shall contain the scanned notation “best possible image”.

**(d)** A suitable technical level of security shall be provided to protect electronic or optically imaged records that are required to be sealed, impounded or confidential and procedures shall be implemented to restrict access to only those persons authorized by statute or court order to access those records.

**(e)** Suitable hardware and software shall be provided to retrieve, read and timely reproduce on paper any record retained on electronic or optical storage systems.

**(f)** Procedures shall be in place and timely implemented for the backup, recovery and storage of electronically or optically stored

**5 Updated 13–14 Wis. Stats.**

records to protect those records against media destruction or deterioration and information loss.

(g) For disaster recovery purposes, at least one electronically or optically stored backup copy of all automated or optically imaged records shall be maintained using accepted computer backup procedures; backup copies shall be stored in a separate location under appropriate environmental storage conditions; and a schedule to regularly update or supplement backup copies as a normal part of operations shall be implemented.

(h) At least one set of documentation for the electronic or optical systems that produced the automated or optically imaged records shall be maintained for the retention period of those records, and documentation shall be regularly updated or supplemented when revisions are made.

(i) Inspection of a statistically significant sampling of electronic or optically imaged records shall be conducted at least once every 3 years to verify, to a 99.5% degree of confidence, that there has been no degradation of the electronic medium or of the image quality.

(j) A media retention and conversion review schedule shall be established to ensure that electronically or optically stored information is reviewed for data conversion or recertification at least once every 3 years or more frequently when necessary to prevent the physical loss of data or technological obsolescence of the medium.

(k) Off-line electronic data or records stored on optical disk shall be transferred to new media or new optical disk and verified prior to the expiration of one-half of the useful life of the original media or disk as determined by the manufacturer's certified disk playback stability measured in years.

(L) Court records electronically or optically stored, including records stored off-line and on backup media, that are expunged by court order under ss. 938.355 (4m) and 973.015, stats., shall be expunged by sealing or removing the record, obliterating the index to the record, or otherwise restricting access to the record.

(3) Electronically or optically stored records with historical or research value beyond the retention periods specified in SCR 72.01 shall be protected from destruction or media deterioration and transferred to the State Historical Society of Wisconsin in a computer-industry-accepted standard universal format, together with technical documentation.

(4) Records electronically or optically stored that have reached the minimum retention period specified in SCR 72.01 and that do not have historical or research value may be destroyed. For the circuit court automation program or other electronic court data

**RETENTION OF COURT RECORDS SCR 72.06**

systems and for write-once-read-many-times optical disk systems, records should be organized and formatted to permit the off-line disk or optical disk as a whole to be destroyed. For write-once-read-many-times disks, the destruction or sealing of the specific index reference to the obsolete record is sufficient.

(5) A written plan shall be provided to the director of state courts for prior approval to ensure compliance with this rule before a new electronic or optical imaging system is implemented and before an existing system is enhanced. The plan shall indicate all of the following:

(a) That a feasibility study was conducted and an analysis made of the system's cost and conversion costs compared to ongoing current costs.

(b) That a data migration plan has been developed for the retention period of electronically or optically stored records.

(c) If the system is an optical imaging system, that the custodian of the record has executed a statement of intent and purpose indicating all of the following:

1. The case type of record and years to be reproduced or transferred.

2. The subsection of SCR 72.01 that pertains to the type of court record being imaged.

3. The physical disposition of the original paper records.

4. If the system is a county system, the county resolution or ordinance authorizing optical imaging.

5. The certification of the records as received or created and transferred to optical disk format in the normal course of business.

(d) That the statement of intent and purpose was provided to the office of the director of state courts.

**History:** Sup. Ct. Order Nos. 93-08 and 93-09, 176 Wis. 2d xvii (1993); Sup. Ct. Order No. 97-03, 216 Wis. 2d xiii (1998); Sup. Ct. Order No. 12-05, 2012 WI 112, filed 11-1-12, eff. 1-1-13.

**SCR 72.06 Expunction.** When required by statute or court order to expunge a court record, the clerk of the court shall do all of the following:

(1) Remove any paper index and nonfinancial court record and place them in the case file.

(2) Electronically remove any automated nonfinancial record, except the case number.

(3) Seal the entire case file.

(4) Destroy expunged court records in accordance with the provisions of this chapter.

**History:** Sup. Ct. Order No. 97-07, 214 Wis. 2d xiii (1997).